

 <p>KENTUCKY CORRECTIONS Policies and Procedures</p>	Policy Number	Total Pages
	Date Filed	Effective Date
Authority/References KRS 196.030, 196.035, 439.470, 439.480	27-12-05	2
	June 4, 2015	October 2, 2015
	Subject RELEASEE'S REPORT DOCUMENT	

I. DEFINITION

“Case folder” means a legal size manila folder that holds documents pertaining to an offender.

“Releasee's report” means a document completed by all offenders under supervision when reporting to the Probation and Parole officer.

II. POLICY and PROCEDURE

A. Completion of Releasee's Report Document

Each offender shall be given an appropriate releasee's report document to complete. The officer shall assist an offender in completing the document if he is unable to read or write the information. The offender shall complete, sign, and date the releasee's report document, or mark the releasee's report document, if necessary. The Probation and Parole officer shall also sign and date the report.

B. Schedule for Releasee's Report Documents

1. An offender shall submit a completed appropriate releasee's report document at each scheduled visit.
2. An offender assessed to low or administrative supervision shall submit an appropriate releasee's report document during the office visit, and shall mail in an appropriate releasee's report document for each month in which he does not report by a designated date. The offender shall be responsible for providing the envelopes and postage.

C. Documentation of Contact

The officer shall record the contact with the offender in the offender management system within three (3) working days.

D. Maintenance of Releasee's Report Document

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The appropriate releasee's report document for the last twelve (12) months of supervision, at a minimum, shall be placed in the left side of the case folder on a metal fastener, in accordance with CPP 27-03-01 (Case Record Management).